

## Printing Services

### DESCRIPTION OF MAJOR SERVICES

Printing Services composes, sets, prints, collates, and binds county forms, pamphlets, and reports for county departments and special districts. The division provides high quality printed materials utilizing the latest technological advances in order to serve the needs of county departments. This division strives to deliver services in the most timely and cost effective manner available.

The Purchasing Department's Printing Services Division budget unit is an internal service fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used for working capital or replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

### BUDGET AND WORKLOAD HISTORY

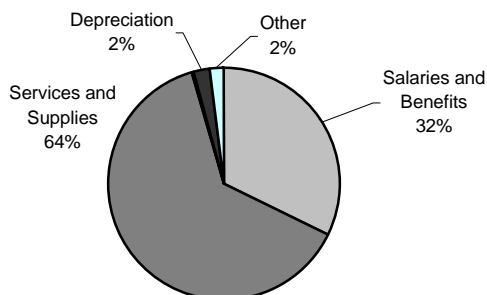
	Actual 2003-04	Budget 2004-05	Actual 2004-05	Budget 2005-06
Appropriation	2,548,386	2,352,272	2,552,427	2,708,942
Departmental Revenue	2,503,248	2,422,958	2,677,230	2,875,359
Revenue Over/(Under) Expense	(45,138)	70,686	124,803	166,417
Budgeted Staffing		16.0		16.0
Fixed Assets	187,189	18,057	32,826	12,566
Unrestricted Net Assets Available at Year End	161,042		288,467	

#### Workload Indicators

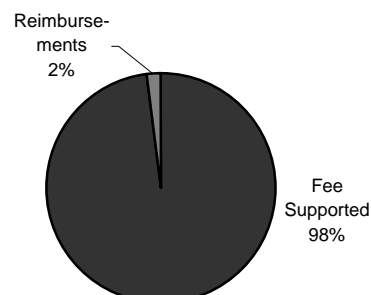
Printed Pages-units	60,756,335	65,000,000	65,763,456	81,000,000
Graphic Arts - hours billed	2,891	2,960	1,915	2,700

Actual expenditures and revenue are greater than budgeted due to the increase in demand from user departments.

### 2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY

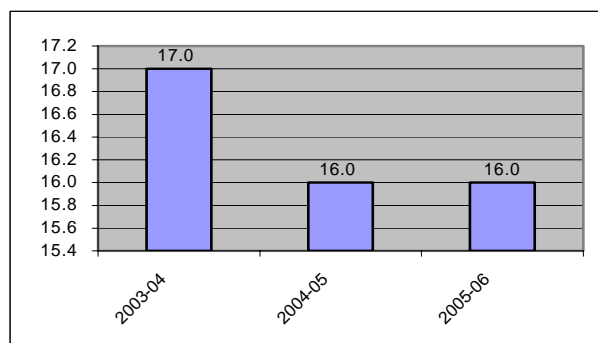


### 2005-06 BREAKDOWN BY FINANCING SOURCE

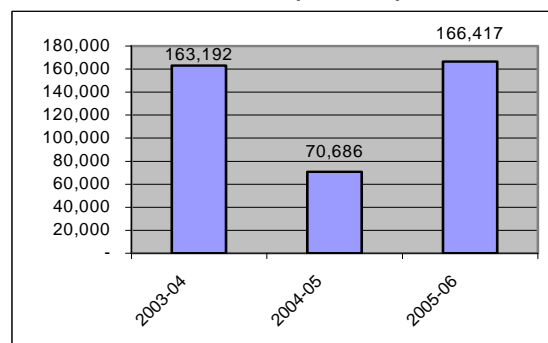


NOTE: This budget is expected to increase unrestricted net assets by \$153,851.

### 2005-06 STAFFING TREND CHART



### 2005-06 REVENUE OVER/(UNDER) TREND CHART



GROUP: Internal Services  
DEPARTMENT: Purchasing  
FUND: Printing Services

BUDGET UNIT: IAG PUR  
FUNCTION: General  
ACTIVITY: Printing

	2004-05 Actuals	2004-05 Final Budget	2005-06 Board Approved Base Budget	2005-06 Board Approved Changes to Base Budget	2005-06 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	807,396	827,935	891,045	2,582	893,627
Services and Supplies	1,734,253	1,349,576	1,342,888	403,948	1,746,836
Central Computer	7,378	8,224	8,625	-	8,625
Other Charges	3,363	259	259	(58)	201
Transfers	52,259	55,500	55,500	(3,247)	52,253
Total Exp Authority	2,604,649	2,241,494	2,298,317	403,225	2,701,542
Reimbursements	(52,222)	(52,222)	(52,222)	(5,600)	(57,822)
Total Appropriation	2,552,427	2,189,272	2,246,095	397,625	2,643,720
Depreciation	-	163,000	163,000	(97,778)	65,222
Total Requirements	2,552,427	2,352,272	2,409,095	299,847	2,708,942
<b>Departmental Revenue</b>					
Current Services	2,676,235	2,422,958	2,422,958	452,401	2,875,359
Other Revenue	995	-	-	-	-
Total Revenue	2,677,230	2,422,958	2,422,958	452,401	2,875,359
Revenue Over/(Under) Exp	124,803	70,686	13,863	152,554	166,417
Budgeted Staffing		16.0	16.0	-	16.0
<b>Fixed Assets</b>					
L/P Equipment	32,826	18,057	18,057	(5,491)	12,566
Total Fixed Assets	32,826	18,057	18,057	(5,491)	12,566

DEPARTMENT: Purchasing  
FUND: Printing Services  
BUDGET UNIT: IAG PUR

#### BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1. Salaries and benefits Decrease due to the downward reclassification of 1.0 Account Technician (R40) to Fiscal Clerk II (R31).	-	(9,073)	-	9,073
2. Salaries and benefits Increase due to salary step adjustments and leave cash-outs.	-	11,655	-	(11,655)
3. Services and supplies Effective July 1, 2005, Printing Services will take over printing currently completed by the Information Services Department (ISD). Printing Services production will increase by 1.4 million copies per month.	-	403,948	-	(403,948)
4. Other Charges Reduced interest payments for lease-purchase computer equipment.	-	(58)	-	58
5. Transfers Decrease due to no anticipated amount due in 5016-Fixed Assets Transfers Out.	-	(3,247)	-	3,247
6. Reimbursements Increased reimbursements from Central Mail and Central Stores for administrative services.	-	(5,600)	-	5,600
7. Depreciation Decrease due to fully depreciated equipment.	-	(97,778)	-	97,778
8. Current Services Increase to reflect the additional production due to the transfer of printing work from ISD.	-	-	452,401	452,401
<b>Total</b>	<b>-</b>	<b>299,847</b>	<b>452,401</b>	<b>152,554</b>

#### BOARD APPROVED CHANGES IN FIXED ASSETS

Brief Description of Board Approved Changes	Appropriation
1. Lease-Purchase of Equipment Decrease due to less principal due on the remaining lease-purchase.	(5,491)
<b>Total</b>	<b>(5,491)</b>

